



# *The City of La Habra Is Seeking An*



# *Economic Development and Housing Manager*

## LA HABRA—THE COMMUNITY



Centrally located in Southern California, the City of La Habra is the northernmost community in Orange County, just 20 miles southeast of Los Angeles. When the City incorporated in 1925, agriculture and oil dominated the local economy. Over the past 20 years, the City has invested heavily in economic development, capital improvements and wide ranging beautification efforts.

Today, the City is home to a population of 62,635 within La Habra's 7.3 square miles. Nearly 43 percent of the population falls within the age range of 25-54. Population ethnicity is broken down to 49 percent Hispanic, 41 percent White, 6 percent Asian/Pacific Islander and 2 percent Black. Despite the City's growth and progress, it has successfully retained its noble heritage as "A Caring Community."

La Habra provides a distinct and rich array of civic, recreational, social, cultural and academic offerings to residents and visitors alike. Twenty parks, a Children's Museum, Community Theater, and Tennis Center along with an active Community Center are just a sampling of what this charming community has to offer. La Habra is also within a short drive to numerous transportation centers, beach, mountain and desert recreational settings, plus numerous entertainment and amusement park venues.

Three school districts serve the community—the La Habra City School District, the Lowell Joint School District and the Fullerton Union High School District. Combined, the districts run eight elementary, two middle, one junior high and two high schools. La Habra Schools have earned various awards including the California Distinguished School award. The City is also home to a number of private and specialty schools. Within a 20-mile radius, there are 17 colleges and universities, 16 community colleges and numerous professional/trade schools.

For more information, visit the City's website at [www.lahabraca.gov](http://www.lahabraca.gov).

## CITY GOVERNMENT

The City of La Habra is a general law city operating under a Council-Manager form of government. Five City Council Members are elected at large on a non-partisan basis with members serving staggered four-year terms. Elections are held every two years. The Mayor, chosen among the Council, serves a one-year term and acts as the presiding officer. The City Council appoints the City Manager and the City Attorney.

The City Council also serves as the Board of Directors of other Legislative bodies including the Civic Improvement Authority, Utility Authority and the Housing Authority. The governing body is assisted by a variety of advisory boards and commissions which address specific needs within their realm or responsibility. The City Council meets the first and third Mondays of each month.

La Habra is supported by a general fund of \$38.5 million and 521 full and part-time employees comprise the City's workforce. The municipality's investment portfolio is valued at approximately \$54.7 million.

## THE POSITION

The City of La Habra is recruiting to fill the position of Economic Development and Housing Manager in the Community Development Department. This position is an exempt management at-will position which reports to the Director/Deputy Director of Community Development.



## DEFINITION AND ESSENTIAL DUTIES

Under direction of the Director and Deputy Director of Community Development, the Economic Development and Housing Manager has the responsibility for the administration, management, implementation, and monitoring of the City's windup of the Redevelopment Agency, economic development particularly in the recruitment, retention, and promotion of businesses and marketing of the community and Housing programs to ensure compliance with all applicable federal, state, and local program guidelines and requirements.

**Essential Duties: (*Duties may include, but are not limited to the following*):**

- Oversees the day-to-day management of the windup of the Redevelopment Agency activities including interaction with the Successor Agency and Oversight Board.
- Oversees and monitors the performance of contractors and consultants under contract with the City and monitors compliance with all federal, state, and local requirements.
- Negotiates, prepares, and administers contracts and agreements.
- Develops and administers land acquisitions, owner participation, and disposition and development agreements.
- Develops and evaluates requests for qualifications, requests for proposals, and development proposals.
- Prepares project cost estimates and secures and administers project funding.
- Administers the City's Housing funds for affordable housing opportunities, including determining project eligibility, pro-forma analysis, monitoring of programs to assure compliance with state and local requirements, conduct inspections, and prepare work write-ups, cost estimates, and preparation and revisions to the Housing Element, as necessary.
- Administers and implements the City's Community Development Block Grant (CDBG) program in compliance with federal citizen participation requirements including preparation of reports, as required by HUD, including but not limited to the One-Year Action Plan annual funding application, a 5-year Consolidated Plan, an annual CAPER document, and Quarterly Financial Reports including the use of IDIS.
- Responsible for the management and completion of all CDBG and HOME funded projects, construction bid packages, requests for proposals, monitoring reports, public notices, and compliance with lead based paint requirements.
- Prepares drawdown requests to HUD for reimbursement of expended funds on a quarterly basis, or more frequently as directed, through the maintenance of IDIS records including preparation of requested reports.
- Responsible for the coordination and implementation of annual funding to social services agencies, including coordinating with outside agencies to prepare a NOFA on an annual basis for social service funding, preparing files and contracts for social service providers, processing all sub-recipient invoices, monitoring all sub-recipients as necessary for compliance issues.
- Administers all Housing Authority programs, including but not limited to providing technical assistance for the oversight and monitoring of the City's two mobile home parks including assuring compliance with all property agreements, leases, and deed restrictions on behalf of the City, and oversees the property management firms at the two sites.
- Serves as a technical advisor to City staff, decision making bodies, and various City Boards, and commissions on housing and economic development matters.
- Prepares and completes all relevant Committee, Authority, Agency, Board and City Council staff reports and memorandums (i.e., Housing Authority and Economic Development Ad Hoc Committee).
- Attends public and committee meetings, both during and after regular work hours.
- Selects, directs, assigns, trains, and evaluates professional and administrative support staff.
- Responsible for the development and marketing of the community thereby attracting, retaining, and providing for the expansion of the business community.
- Works closely with the Chamber of Commerce to strengthen the economic climate of the City.
- Attends Economic Development related conferences and events (i.e., International Conference of Shopping Centers) either as an attendee or as an exhibitor and is responsible for developing, implementing and executing all documents and displays and coordinating the necessary meetings associated with attending these conferences and events.
- Performs other related duties as required.

## QUALIFICATIONS

### Qualifying Knowledge, Skills, and Abilities:

#### Knowledge of:

- CDBG, HOME, and AB X1 26 (Dissolution Act) and any other federal, state, or local programs applicable to Housing and Economic development.
- Economics and legal requirements of development, including land acquisition and disposal, relocation and property rehabilitation, real estate development and finance.
- Principles of municipal government budget preparation and control.

#### Ability to:

- Supervise personnel.
- Deal effectively with a variety of individuals and groups including developers, property owners, consultants, architects, engineers and the general public.
- Plan and implement comprehensive projects and compile projects and research studies.
- Prepare a wide variety of technical reports and specifications.
- Analyze and solve complex issues and problems.
- Schedule work, set priorities, and monitor work progress.
- Analyze issues and draw logical, supportable conclusions.
- Communicate in an effective manner with other employees, interest groups, and governmental agencies.

#### Skills:

- Strong presentation and networking.
- Strong oral and written communications.
- To operate a computer using various software programs.
- To utilize the Department of Housing and Urban and Development's Integrated Disbursement Information System (IDIS).

**Education/Experience Requirements:** Education equivalent to a Bachelor's degree from an accredited college or university in planning, public administration, or closely related field. A Master's degree is highly desirable. Four (4) years related experience, including at least two (2) years of supervisory experience. Must be proficient in the use of Microsoft Office programs including Word, Excel, PowerPoint, and Access.

**License Requirement:** Must possess and maintain a valid California Class C driver's license.

## COMPENSATION AND BENEFITS

**The salary range for this position is** (Range 290A) \$97,624/yr. - \$121,919/yr.

#### Retirement

CalPERS 2% at 62 with three highest years formula.  
Employee pays the employee portion (7%) to PERS.

#### Health

City contributes up to \$1,070 per month towards the premiums for medical, dental, life and long-term disability.

#### Holidays, Vacation and Leave

**Holidays** - La Habra observes 10 holidays per year.

**Vacation** - Accrual is 80 hours per year.

**Administrative Leave** - 45 hours per year.

**Sick Leave** - Accrual is 8 hours per month.



## APPLICATION AND SELECTION PROCESS

Applications are available in the City's website at [www.lahabracalifornia.gov](http://www.lahabracalifornia.gov) or in the Human Resources Department. To be considered for this career opportunity, submit an application packet with the following contents: City employment application, supplemental questionnaire, and resume. **Application, supplemental questionnaire and resume** will be accepted until **5:30 p.m. Thursday, April 28, 2016**. The supplemental questionnaire, in conjunction with the application package, will be used to select the **best qualified** candidates who will be invited to participate in the oral interview. The final candidate must successfully complete a background investigation, medical exam, drug screening, employment history verification, DMV check, and fingerprint check.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least 5 days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.